



## CITY OF ROUND ROCK

### RFQ NO. 14-001

### HEALTH CARE MANAGEMENT SERVICES

RFQ No. 14-001

Addendum No. 1

Date: Wednesday, 10/16/2013

The following are responses to questions submitted in reference RFQ No. 14-001 for Employee Health Care Management Services as outlined below:

**Note:** Several requests were made for utilization information that would be necessary for providing pricing or return on investment. At this time, the City is "**only**" requesting a summary of qualifications. Additional data will be provided to the finalists selected for pricing and negotiation purposes. Therefore, we have not provided utilization data in this response.

1. We are reviewing your RFP for a work site health center but find no reference to the size of the employee and dependent population it will support? How many employees are eligible and will it be offered to dependents? If so how many of them are there?

We have 779 employees on our plan, we also have approximately 800 dependents on the plan.

2. Can you please provide a detailed breakdown of the health center eligible membership as described below?

Benefits Enrolled

- o What is the number of active enrolled employees? 779
- o What is the number of enrolled spouses? 62
- o What is the number of enrolled children over age 2? Don't know
- o What is the number of enrolled "under 65 retirees"? 38
- o What is the number of enrolled "under 65 retiree" spouses? 29
- o What is the number of enrolled "under 65 retiree" children over age 2? Don't know
- o What is the number of enrolled "over 65 retirees"? 0
- o What is the number of enrolled "over 65 retiree" spouses? 0
- o What is the number of enrolled "over 65 retiree" children over age 2? Don't know

3. In Exhibit A, Tab 1. Submittal requirements, Line 14, the City states: "C. Qualifications Questionnaire - See Tab 4 of this spreadsheet. Provide your response to the Qualifications Questionnaire, Section 4, requested in this RFQ", however the Qualifications Questionnaire is shown as Tab 3.

Question: Please confirm that we are using the correct Excel worksheet/questionnaire.

You are using the correct Excel Worksheet. The tab number was not updated after changes were made to the RFQ.

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**(CONTINUED)**

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4. In Exhibit A, Tab 1. Submittal requirements, Line 18, the City states:  
"E. Acknowledgements & Deviations - See Tab 5 of this spreadsheet. Clearly indicate any and all deviations or exceptions to the requirements of this RFQ in Section 6 of this RFQ", however the Exceptions and Deviations worksheet is shown as Tab 4.  
Question: Please confirm that we are using the correct Excel worksheet/questionnaire.  
  
You are using the correct Excel Worksheet. The tab number was not updated after changes were made to the RFQ.
5. In Exhibit A, Tab 3. Qualifications Questionnaire, Section Plan of Operation, line 85, the City asks:  
"What staffing model do you recommend in years 1-3 based on the census data provided? List positions and hours per week and a brief explanation of why this staffing mix is recommended?"  
Question: We were unable to locate the census data referenced in the City's Questionnaire. Can the City direct us to where we can find this data, or will the City send the referenced information?  
  
Enrollment by category is provided in question 2 above. Please respond as best you can based on this data.
6. We noted that the City desires a start date of February 2014. Does the City anticipate making a decision in the near future?  
  
The City does plan on making a decision quickly.
7. Please clarify the formatting requirements. Must all elements of the proposal, including those requirements given in Section III, be presented in Excel format? Or, is the Excel format only required for the Qualifications Questionnaire and Deviation section? Will attachments and supplemental materials given in Word or Adobe PDF be accepted?  
  
Excel format is only required for the questionnaire and deviation sections of the RFQ.
8. Both requirements F and L on the Submittal Requirements tab ask for an "Annual Report" or "Financial Statement." Is this referring to the same item or two separate reports? Please clarify.  
  
Either an Annual Report or Financial Statement is acceptable.

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(CONTINUED)

RFQ No. 14-001 Addendum No. 1 Date: Wednesday, 10/16/2013

9. In Exhibit A – Qualifications Questionnaire the City refers to census data and a WFI manual being provided in an attachment. However, this attachment is missing from the solicitation packet. Can the City please post or provide this data in the upcoming Addenda?

Please see the enrollment data in question #2 above.

The Wellness Fitness Initiative (WFI) manual is being provided as part of Addendum No. 1. See attached WFI – Chapter 2 and WFI Manual.

10. Does the City expect the vendors to include any pricing documentation with the response?

The City does not expect any pricing in response to this Request for Qualifications. Pricing will be requested from the finalists selected for further review.

Approved by: Michael Schurwon  
Michael Schurwon, CTPM, CPPB  
Purchaser

Date: 10-16-13

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED:

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.**